

Contractor Access Procedure

FPS-BG-CS-0003

Applies to: Buildings & Grounds, Capitol Security & Visitor Services, Facility Professional Services, and any DES employees requesting contractor/vendor access to DES owned or managed facilities.

Information contact: Capitol Security Office, Program Specialist

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Approved by*: _____ Scott Kibler, B&G Assistant Director

_____ Bill Frare, FPS Assistant Director

_____ Bob Covington, CSVS Director

Reason for Procedure

The purpose of this procedure is to ensure contractor/vendor access to owned or managed facilities is limited to only appropriately vetted parties that have authorized access for a specified period necessary to fulfill contractual obligations. Access control badges or keys to facilities are provided to vetted and authorized contractor/vendor personnel in accordance with this Standard Operating Procedure.

Collective Bargaining Agreement (CBA) Reference

N/A

Scope

This procedure applies to all contractors/vendors requiring physical key or electronic access to Department of Enterprise Services (DES) owned or managed facilities within Thurston County.

Definitions

Access Coordinator – Authorized personnel with delegated authority to manage space and access for their agency. These personnel are set up to order access through the DES Building Enterprise Access System.

Building Enterprise Access System – DES owned online ordering tool for access control. Future modifications are underway to include all types of access (physical keys, key box code, schedule changes, and access control badges).

Capitol Campus – Includes the entire 468-acre Capitol Campus as defined by the State Capitol Committee.

Capitol Security – Office within DES that manages access control for the Capitol Campus and some off-campus locations within Thurston County.

Contractor/Vendor – Company or individual that undertakes a contract with DES (directly or on behalf of another agency) to provide materials or labor to perform work in DES owned or managed facilities.

Pathway – Route of required access through multiple doors and access points within a facility. The defined pathway should be limited within the location to the minimum necessary access points to fulfill contractual obligations.

Requester – DES authority charged with responsibility for management of the contract with the Contractor/Vendor. This person is the DES project manager, site rep, or property manager, or position with similar responsibilities.

Procedure

Action By	Action
Access Need Identified	
Requestor	<ol style="list-style-type: none"> Identifies access requirements with contractor based on contracted scope of work. Confirm appropriate background check was performed and contractor passed screening criteria.
Complete Request for Access	
Requestor	<ol style="list-style-type: none"> Document pathway and specific needs for access on the <u>Contractor Request for Access form</u>, limiting identified access to only what is necessary to perform contractual obligations. Ensure the following items are included with the request: <ol style="list-style-type: none"> Which buildings, doors and elevators will be accessed and provide pathway map of planned route. Hours of access needed (e.g. Monday-Friday 6AM-6PM) Project start and end dates Access control identification requirements: <ol style="list-style-type: none"> Name of person Recent photo of person Company/Organization representing person; Obtain approval from <i>Tenant Agency Access Coordinator(s)</i> if contractor is going through tenant space. Submit completed <u>Contractor Request for Access form</u> to the authorized DES Access Coordinator.
Access Coordinator	<ol style="list-style-type: none"> Ensure <u>Contractor Request for Access form</u> has all required information, and electronically sign form. Email the electronic form to desaccesscontrol@des.wa.gov for submittal. A minimum of 72 business hours is required from the time Capitol Security receives the request to prepare the physical keys and access badges. <ol style="list-style-type: none"> If this is an emergent or critical repair, requestor (or authorized designee) must provide escort until completion of the access control request. For access badges, you must also submit a request via the DES Building Enterprise Access System (login required).
Request Vetted / Key(s) Prepared	
Capitol Security	<ol style="list-style-type: none"> Ensures form is complete and validate access resources needed for identified pathway. Prepare physical key(s) and/or access badge(s). Badges will be activated for each individual according to schedule provided and will be set to deactivate on the project expiration date. Document physical key numbers, badge numbers, and obtains individual signatures on Contractor Access Request form. Contacts Access Coordinator when physical keys and controlled access badges are prepared and available for contractors to pick up.
Management and Issuance of Physical	

Action By	Action
Key(s) and Badge(s)	
Access Coordinator	13. Inform Contractor and/or Requestor that physical key(s) and/or controlled access badges are available to be picked up by the Contractor.
Contractor	14. Picks up physical key(s) and access badge(s) from the Capitol Security Office (located in Office Building 2, Room SL34). Identification and a signature is required.
Capitol Security	15. Verify contractor identification through valid authorized state or federal form of identification. 16. Obtain signatures from the contractor on the Contractor Access Request Form.
Access Coordinator	17. Maintain accountability and inventory of controlled access badge(s) and physical key(s) issued under his/her authority. May request copies of Contractor Access Request form(s) and access control system reports as necessary from Capitol Security. <ul style="list-style-type: none"> • Costs for lost keys up to, and including, rekeying an entire facility. • Capitol Security recommends that the Access Coordinators ensure contracts requiring issuance of controlled access badges and physical keys include contractual provisions for costs associated with losses due to contractor loss of physical key(s) or controlled access badge(s), to include the cost of rekeying a facility.
Close-Out	
Contractor	18. Return access badge(s) and physical key(s) directly to the Capitol Security Office (located in Office Building 2, Room SL34) upon completion of the scope of contracted services. Returns must be completed during normal business hours. Do not return via mail. 19. Notify access coordinator that physical key(s) and access badge(s) were returned to Capitol Security office.
Capitol Security	20. Receives physical key(s) and/or controlled access badge(s). 21. Update Contractor Access Request form to acknowledge return of access badge(s) and physical key(s). Provides updated copy to Access Coordinator. 22. Terminate controlled access badges within Access Control System. 23. Update inventory records for physical key(s). 24. Conduct monthly audit of physical keys issued to contractors, taking actions necessary to obtain outstanding keys. Such actions may include rekeying of a facility if accountability of facility keys occurs. Such actions will result in charges to applicable project work orders. 25. Close out or update work order in MainSaver.

History

Created:

Updated: